



November 3, 2022

ADDENDUM NO. 4 TO ALL OFFERORS

Request for Proposal: RFP# 2023-03

Description: Architecture/Engineering Services to Design Multi-Purpose Gym Facility & Office Space

RFP Issue Date: October 4, 2022
Due Date: November 16, 2022
Opening Time: 3:00 PM EST

See attached.

Very truly yours,

*Tracy Spence, Purchasing Manager
207 West 2nd Avenue
Franklin VA 23851
Phone: (757) 562-8535*

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

RECEIPT OF ADDENDUM IS ACKNOWLEDGED.

Name of Firm

Signature/Title

Date



RFP Reference Paragraph or Page #	Question
IV. Proposal Format, 1. General Requirements (pg 7)	<p>Can you please confirm if you are requesting 1 original and 1 redacted copy of the proposal to be submitted via email? Can you also please confirm that if no proprietary is included, we should only include the original copy with a letter stating there is no proprietary information.</p> <p><i>Only a digital, emailed copy is required. If no proprietary information is included, a letter to that effect is satisfactory.</i></p>
IV. Proposal Format, 2. Format and Content of RFP Proposal (pg 8)	<p>The first paragraph under this section states the electronic copy shall mirror the content of the original hard copy. Please confirm that no hard copy should be submitted as stated on page 1 of the RFP.</p> <p><i>Only a digital, emailed copy is required.</i></p>
Page 8, Section 2, 1st Paragraph	<p>This paragraph references a hard copy original. Can you confirm (as per page 1) that only a digital, emailed copy is required?</p> <p><i>Only a digital, emailed copy is required.</i></p>
Pre-proposal Conference	<p>In the preproposal conference, it was noted that AV and Technology design should be provided as part of the project. Often, we have worked with vendors and the IT department from the owner to layout and design requirements for the AV and IT equipment, but the actual equipment is selected and specified separately from the design team. The electrical drawings will show the locations, junction boxes, and conduits for the AV and IT equipment, but not the specific equipment selections. Is this process acceptable, or would you like the design team to select and specify the individual AV and IT equipment?</p> <p><i>Per the project manager, the proposed process is acceptable to ensure equipment purchased is compatible with current city infrastructure.</i></p>
Page 55, Insurance	<p>If the firm has adequate coverage for general liability and professional liability insurance coverage, will the City waive the umbrella policy requirement? We have seen umbrella policies typically applied for construction, and not generally required for professional services.</p> <p><i>The City will waive the umbrella policy requirement.</i></p>